



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD SUPPORT COMMAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND, IL 61299-6500

OCT 21 2004

AMSFS-CG

MEMORANDUM FOR All AFSC/JMC Organizations

SUBJECT: Civilian Awards and Retirement Recognition - AFSC Policy #690-1

1. This policy applies throughout AFSC and JMC.
2. I expect all leaders to appropriately recognize and reward their employees for their achievements. While financial awards are sometimes appropriate, civilian honorary awards/medals also effectively recognize excellence and provide an enduring testament of an employee's accomplishments.
3. Army Regulation 672-20, "Incentive Awards" (available at http://www.usapa.army.mil/pdffiles/r672_20.pdf) provides guidance for processing awards. Supervisors should process monetary, non-monetary, honorary, and retirement recognition in accordance with regulatory procedures and funding guidelines. Adherence to all timeframes and signature authority is critical. Awards must be submitted in time to ensure their presentation timely. Failure to recognize deserving employees for noteworthy achievements in a timely manner is a failure to meet our responsibilities as leaders.
4. I charge commanders and managers with the responsibility to manage their awards program to ensure that all of our employees receive awards timely. Employees deserve prompt recognition for their contributions to this command and to our country.
5. The POC is Ms. Kay McIntyre, AMSFS-HRO, DSN 793-0334, e-mail: patricia.kay.mcintyre@us.army.mil.

JEROME JOHNSON
Brigadier General, USA
Commanding